Set up monthly review meetings where each of the required issues are discussed, but not every item at every review meeting. For example, product conformance and customer feedback are covered each month but the maintenance of the policy and objectives can be covered every quarter. This minimizes the length of each meeting, while covering all of the input items, and allows for the analysis of trends in data while the information is contemporary, which enables action to be taken throughout the year.

| **Review Inputs** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Follow-up actions from previous review
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Changes in internal and external issues
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Customer feedback
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Performance indicators and objectives
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Process performance & product conformity
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Non-conformities and corrective actions
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Monitoring measuring results
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Results of audits and inspections
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. External providers
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Resources
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Risk and opportunities
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Opportunities for improvement
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Compliance with legal requirements
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Changes affecting the QMS
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Review of QMS policy & Objectives
 |  |  |  |  |  |  |  |  |  |  |  |  |
| **Management Review Meeting Minutes Ref:** | MRM1 | MRM2 | MRM3 | MRM4 | MRM5 | MRM6 | MRM7 | MRM8 | MRM9 | MRM10 | MRM11 | MRM12 |